



**Department of Cardiopulmonary and Diagnostic Science**  
University of Missouri-Columbia  
**School of Health Professions**  
605 Lewis Hall, Columbia, MO 65211-4230  
PHONE: (573) 882-8034, FAX: (573) 884-1490

**Diagnostic Medical Ultrasound Program**  
(573) 884-2994  
**Nuclear Medicine Program**  
(573) 884-7843  
**Radiography Program**  
(573) 884-2623  
**Respiratory Therapy Program**  
(573) 882-8422

Dear Respiratory Therapy Candidate:

You have expressed an interest in applying for the Bachelor of Health Science in the Respiratory Therapy on-line degree completion program. Enclosed are the directions and an application form for the professional program.

What is required for Admission?

- **Application and Admission to MU**
- **Application to the Respiratory Therapy Program**
- **Official transcripts on file from all colleges and universities attended**
- **Transcript review on file with an academic plan of study completed**
- **Minimum cumulative GPA of 2.5 on a 4.0 scale for the 63 hours of general and foundation courses required**
- **Minimum GPA of 2.0 for any courses taken at MU**
- **Validation of a minimum of 1 year critical care RT experience**
- **An interview may be requested**

Students not meeting the above criteria may submit a petition for special consideration. A phone interview will be required for petitioning applicants. For additional information regarding admission to the program, please contact the Respiratory Therapy Program or Rosemary Hogan MEd, RRT at [hoganr@health.missouri.edu](mailto:hoganr@health.missouri.edu).

Your interest in applying for admission to MU's on-line degree completion program is appreciated. We look forward to hearing from you again.

Sincerely,

A handwritten signature in cursive script that reads "Rosemary Hogan".

Rosemary Hogan MEd, RRT  
Respiratory Therapy Program Director

# APPLICATION INFORMATION TO THE MU RESPIRATORY THERAPY DEGREE COMPLETION PROGRAM

**Dept. of Cardiopulmonary and Diagnostic Sciences  
School of Health Professions  
University of Missouri-Columbia  
605 Lewis Hall  
Columbia, MO 65211-4230  
Dept. Phone (573) 882-8034 Dept. Fax (573) 884-1490**

NOTE: THIS PACKET OF INFORMATION INCLUDES:

1) Application Information Sheet      2) Curriculum Guide      3) Application Form

*We strongly recommend that you make a photocopy of your completed application for your future reference or in case your application is lost in the mail.*

## I. GENERAL INFORMATION

- A. Applicants who have completed an AMA approved Associate Degree (AA or AS) in Respiratory Therapy and hold the CRT and RRT credentials will be given advanced standing credit toward MU's junior year. Note: **Only professional courses with at 2.0 and above on a 4.0 scale are eligible for transfer to MU.**
- B. Applicants transferring to MU must have a cumulative, certified GPA of 2.0 to be accepted to the university. For additional information regarding transfer students see <http://prospectivestudents.missouri.edu/Coming/process.html#process>
- C. Applicants must have completed at least one year of post-graduate, critical care experience in respiratory therapy. Additional information and validation of clinical experience guidelines are found in this packet.
- D. Each applicant is required to fulfill the equivalent of the requirements listed under the Freshman and Sophomore years on the enclosed *Curriculum Guide* prior to starting the RT degree completion program.
- E. The first two years of course work may be completed at any accredited university, college or junior college if appropriate courses are available. Contact our Student Affairs Office at (573) 882-8011 to request a credit transfer audit of courses taken off MU's campus. All prerequisites should be completed in accordance with the Respiratory Therapy Degree *Curriculum Guide* as closely as possible.
- F. Once accepted into the degree completion program, the student must achieve a grade of 2.0 or above in all required courses and maintain a minimum 2.0 semester grade point average. Respiratory Therapy program faculty will review the situation with the possible option to recommend dismissal.
- G. In accordance with University of Missouri-Columbia and School of Health Professions policy, a minimum of 120 semester hours with a cumulative grade point average of at least 2.0 is required to be granted a bachelor of health science degree. In addition, a minimum of the last 30 out of the last 36 semester hours are required to be taken at MU (includes course taken through MU Direct and Center for Distance and Individual Study) in order to obtain a bachelor's degree from MU.
- H. Transfer students are not required to apply for general admission to the University of Missouri-Columbia until they have received notification of acceptance (or non-acceptance) to the Respiratory Therapy Degree Completion Program.
- I. Successful completion of this program will entitle the student to a Bachelor of Health Science - Respiratory Therapy degree.
- J. Specific information concerning fees may be obtained from MU Direct 230 Jesse Hall, Columbia, MO 65211. Financial assistance information may be obtained through the Office of Student Financial Aid, 11 Jesse Hall (573) 882-7506.

## **II. APPLICATION PROCEDURE**

### **All student applicants must:**

- A. Return a completed and signed application to:

Respiratory Therapy Degree Completion Admissions Committee  
Dept. of Cardiopulmonary and Diagnostic Sciences  
School of Health Professions  
University of Missouri-Columbia  
605 Lewis Hall  
Columbia, MO 65211-4230

Faxed applications are also welcome (573) 884-1490

- B. Provide a notarized copy of your official NBRC credential certificate(s) to above address.
- C. You must have **official** transcripts of completed college work from every school attended sent to the above address.
- D. Two letters of reference in support of your application. One reference **must** come from your current RC supervisor, manager, or medical director. Other suggestions include a former supervisor, administrator or a physician. Each letter must be mailed directly to the admission committee by the individual completing it.

NOTE: A photostatic or unofficial copy of your transcript for application will suffice until the official transcript is received.

## **III. PROCESSING APPLICATIONS**

- A. The Admissions Committee will review and evaluate your packet when it is complete.
- B. You will receive notification of your admission standing by US mail or e-mail.

## **IV. ACCEPTANCE TO THE RESPIRATORY THERAPY PROGRAM IS CONTINGENT UPON:**

- A. Acceptance by the University of Missouri-Columbia.
- B. Verification of your NBRC RRT credential.
- C. Verification of one-year post-graduate respiratory therapy work experience in a critical care clinical setting.
- D. Validation of previous respiratory therapy didactic and clinical course work through inspection of official transcripts. A cumulative GPA of >2.5 on a 4.0 scale is required for advanced standing course credit request.
- E. Progress toward degree completion according to designed academic plan.

## **V. MORE QUESTIONS?**

Please do not hesitate to contact us for any questions regarding the program or your application. Also, feel free to check the FAQ link on MU Direct's page <http://mudirect.missouri.edu>



## **APPLICATION CHECKLIST**

## *Did you remember to?*

Return a completed and signed application to:

Respiratory Therapy Degree Completion Admissions Committee  
Dept. of Cardiopulmonary and Diagnostic Sciences  
University of Missouri-Columbia  
School of Health Professions  
605 Lewis Hall  
Columbia, MO 65211-4230

Faxed applications are also welcome (573) 884-1490

- Provide a notarized copy of your official NBRC credential certificate(s) to above address.**
  
- Provide copies of:**  current BLS  ACLS  
 PALS  NRP
  
- Send official transcripts of completed college work from every school attended to the above address. (A photostatic or unofficial copy of your transcript for application will suffice until the official transcript is received.)**
  
- Attach application essay**
  
- Ask two people to fill out a reference and mail it directly to admission committee. (One must come from your current RC supervisor, manager, or medical director.)**
  
- Provide Documentation of Professional Experience**
  - Validation of Clinical Education Form given to supervisor(s)**
  - Written Component (to be e-mailed or attached to your application)**
  
- Submit formal application to MU**

# A Guide to Undergraduate Programs

## Introduction

This booklet has been prepared to provide information about requirements, alternatives, and opportunities available to students interested in undergraduate programs offered by the School of Health Professions at the University of Missouri-Columbia. It is not comprehensive, but is designed rather to serve as a guide from which questions may be directed toward academic advisors or to others who are familiar with the school and its departments. Specific information may be obtained by contacting the School of Health Professions or the individual departments.

## The School of Health Professions

The School of Health Professions was established on the Columbia Campus of the University of Missouri on July 1, 1978. The bachelor of health science (BHS) is offered in the following content areas: communication science and disorders, diagnostic medical ultrasound, occupational therapy, radiography, nuclear medicine, respiratory therapy and pre-professional physical therapy. The master of health science (MHS) is offered in communication science and disorders and diagnostic medical ultrasound, and the master of physical therapy (MPT) is offered in physical therapy. With CSD and PT, the master is the entry-level degree for professional practice. Applicants to the physical therapy program are not required to hold a baccalaureate degree as the course of study will be one of consecutive undergraduate and graduate course work. Applicants to the CSD and DMU MHS programs are required to hold a baccalaureate degree. Department of Communication Science and Disorders offers the doctor of philosophy degree (PhD) which prepares students for university teaching and research.

## Advisement

Freshman and sophomore students are enrolled in the School of Health Professions for academic advisement in order to complete general education and prerequisite courses. Students are advised by faculty and staff in the department in which they have declared a major. Undecided students are advised by the academic advisor in the Student Affairs Office. Students should stay in close contact with their respective department faculty to be certain they are progressing satisfactorily toward completion of the prerequisites. Advisors will assist students in determining the proper time to make formal application to the program.

## Admission and Selection

While completing prerequisite courses, students must make formal application for admission to the professional component of the program of their choice. The designated dates to do so are listed on the attached Curriculum Guides. Enrollment in the professional component of each program in the School of Health Professions is limited. Students who begin their higher education at MU, as well as those who transfer to the university, must successfully compete for admission to the professional portions of the programs. Missouri residents receive priority, but nonresidents are also encouraged to apply.

In addition to a student's academic record, attributes such as motivation, commitment and knowledge of the field are considered in selecting students to participate in the professional phase of any program. To achieve the goals of diversity and equal opportunity, the university encourages the participation of minority and disadvantaged students in its educational programs.

## Candidates For Admission Whose Native Language Is Not English

Applicants whose native language is not English must demonstrate English language proficiency on the Test of English as a Foreign Language (TOEFL), Test of Written English (TWE), and Test of Spoken English (TSE-A). Applicants should refer to specific department or program requirements for minimum scores in each type of test. Scores must be received by the application deadline.

## Degree Requirements

Requirements for the Bachelor of Health Science degree are selected by the faculty of the School of Health Professions to assure that all university requirements are met and that the student will receive a liberal education as required by the various accrediting agencies. The requirements for the Bachelor of Health Science degree fall into five general categories: general education requirements, campus graduation requirements, prerequisite courses required for the major, courses for the major, and electives.

## General Education Requirements for MU

During the 1992-93 academic year the Board of Curators approved MU's "General Education Architecture," a document that specifies that all MU students must satisfy certain General Education requirements as part of their undergraduate degree programs. *Students will be required to complete satisfactorily:*

### COMMUNICATION SKILLS - 3 Semester Hours

A grade of C- or above must be received in composition courses.

English 20 Exposition and Argumentation

### MATHEMATICS - 3 Semester Hours

Mathematics 10 College Algebra

**Note:** All students in SHP with at least 55 hours of college credit must have completed Math 10 and English 20, or their equivalent, with grades in the "C" range or higher. Students who do not meet this requirement, will not be eligible to register the following semester. Also, a transfer student with at least 55 hours of college credit will not be eligible for acceptance into SHP if the equivalent of English 20 and Math 10 have not been completed with grades in the "C" range or higher.

## **HUMANITIES - 9 Semester Hours**

Must include a total of 9 credit hours from the following areas (one applied humanities is required for Occupational Therapy)

Art History	Literature
Art Appreciation	Music History
Classical Humanities	Philosophy
Classics	Religion
Foreign Civ	Theatre Appreciation
Humanities	

## **Course Work for the Major**

When students have been officially admitted to the professional component of the program of their choice, they begin the course work which is specific to that major. The course work required for a major in the School of Health Professions tends to be greater than that required for many other university departments because of the added component of clinical experience and preparation. All required courses for the major and MU must be completed with the appropriate grades in order for the Bachelor's degree to be awarded.

## **Electives**

Elective is the term used to identify course work which the student may choose out of personal interest and which may or may not be related to the major. Most departments in the School of Health Professions leave little room for elective course work.

## **Foreign Language**

A foreign language is not a requirement for the Bachelor of Health Science degree. Students enrolling in a foreign language at MU should select the appropriate course based on their background. Students with only high school credit in foreign language who successfully complete a course above Level I may initiate a procedure that results in credit being awarded for the previous level(s) up to a maximum of 13 credit hours. Humanity credit for foreign language will only be awarded to students who have a minimum of twelve credit hours in the same language.

## **Admission to the Professional**

### **Major/Graduation Requirements**

The University of Missouri-Columbia requires a minimum of 120 semester hours and a minimum cumulative Grade Point Average of 2.0 for graduation. The student must successfully complete at least 30 of his/her final 36 hours in course work offered by MU. Only 24 semester hours of pass/fail (S/U) credit and a maximum of 30 semester hours of independent study may be applied toward the degree. All departments in the School of Health Professions have a minimum GPA requirement to apply for admission. Please contact each department for specific information about GPA's, minimum grades required for courses, and for courses allowed S/U and by independent study.

In addition to the academic and clinical education requirements of a program, the student must possess and exhibit those personal qualities and characteristics which are associated with patient welfare and professional trust. These elements are a part of the overall evaluation process for the professional phase of each program. Should it be determined that these qualities are not present in sufficient degree or that satisfactory growth and progress in these areas is not being demonstrated, the student is subject to dismissal from the program.

## **Campus Graduation Requirements:**

### **WRITING INTENSIVE REQUIREMENT - 6 Semester Hours**

Two MU courses beyond English 20 certified by the Campus Writing Board as "Writing Intensive." Writing Intensive Courses are designated "WI" in the "Schedule of Courses." A "C-" or above must be received in English 20 before enrolling in WI courses. WI courses must be completed with a grade of "C-" or better.  
See faculty advisor for required courses.

### **CAPSTONE EXPERIENCE -**

See advisor for appropriate course in the major.

## **Prerequisite Courses for the Major**

While the requirements outlined above are required for all MU students regardless of major, each SHP department requires specific prerequisite courses required for application to the professional major. Some majors may require a minimum grade for required courses. Some of these courses may also fulfill MU's distribution requirement.

### **BEHAVIORAL/SOCIAL SCIENCES - 9 Semester Hours**

(see faculty advisor for required courses)

Must include:

- American History, American Government, or Political Science (must meet state requirement)
- General Psychology
- One course from the areas of Sociology, Anthropology or Economics.

### **BIOLOGICAL/PHYSICAL/MATHEMATICAL**

#### **SCIENCES - 9 Semester Hours**

(See faculty advisor for required courses.)

### **MATH REASONING PROFICIENCY - 3 Semester Hours**

One course that builds on the math reasoning skills developed in College Algebra or its equivalent. Such courses are certified as Math Reasoning Proficiency courses by an official MU faculty review panel and are designated in the "Schedule of Courses" as "MRP" courses. A "C-" or above must be received in college algebra before enrolling in an MRP course. A "C-" or above must also be received in the MRP course. See faculty advisor for required course.

## Credit by Examination

Students who have learned enough about a subject to pass an examination in it--without taking the course--may be able to receive college credit for this knowledge. Three different programs allow students to gain credit by examination at MU: Advanced Placement Program (APP), Departmental Examinations (DE), and College-Level Examination Program (CLEP). The School of Health Professions accepts credit earned through these programs; however, any credit awarded cannot duplicate subject matter that has been previously completed.

MU offers the opportunity for advanced credit by examination to any student with less than 90 semester hours of college credit. No grades or honor points are awarded for credit by examination. General eligibility to receive advanced standing at MU does not guarantee its applicability toward a degree program. Questions regarding credit by examination should be directed to the School of Health Professions, Student Affairs Office.

The Advanced Placement Program is administered through the high schools and the College-Level Examination Program is usually given through the local testing center. For information on both, students should consult their counselor, principal or write directly to: College Board, Box 592, Princeton NJ 08541-6600. For further information concerning the availability of departmental examinations, CLEP through the University of Missouri Testing Center, arrangement of testing appointments and all other phases of credit by examination, students should contact: Testing Coordinator, Group Testing Services, 220 Parker Hall, University of Missouri-Columbia, Columbia MO 65211, (573) 882-4801, or call toll free in Missouri: (800) 225-6075.

The following departmental exams are given by MU Group Testing Services. For information regarding other departmental exams, students should contact the MU department offering that subject matter.

Chemistry 1310 - General Chemistry I

Math 1120 - College Algebra

### ***APP Examination (partial list) # Credit Awarded***

American History	5
American Government & Politics*	3
Biology	5
Chemistry	5-8
English Language & Composition	3
English Literature & Composition	6

### ***CLEP Examination (partial list) #***

American Government*	3
Introductory Sociology	3
College French I & II	5-10
College German I & II	5-10
College Spanish I & II	5-10
English Literature	3
College Algebra	3

\* Contingent upon also passing a short test covering Missouri state government and the state Constitution.

# Minimum score required to obtain credit varies with each examination.

Contact MU Admissions Office for more information and for a full list of examinations accepted.

## Admission to the University

For information about applying to MU, write to the Admissions Office, 230 Jesse Hall, University of Missouri-Columbia, Columbia MO 65211 or call: (573) 882-7786 / (800) 225-6075.



**APPLICATION TO THE UNIVERSITY OF MISSOURI-COLUMBIA  
RESPIRATORY THERAPY DEGREE COMPLETION PROGRAM  
605 LEWIS HALL, COLUMBIA, MO 65211**

Type or Print

Full Name \_\_\_\_\_ (Circle) Sex: M F  
(Last) (First) (Middle) (Maiden) (Soc. Sec. No.)

Address \_\_\_\_\_ ( )  
(Street) (City) (State) (Zip) (Telephone)

Fax # \_\_\_\_\_ EMAIL: \_\_\_\_\_ Cell: \_\_\_\_\_

Have you applied to or attended MU before? (Circle) Yes No If Yes, date(s) \_\_\_\_\_

MU Student ID # \_\_\_\_\_

Date Obtained NBRC Credentials \_\_\_\_\_ CRTT \_\_\_\_\_ CRT \_\_\_\_\_ RRT \_\_\_\_\_ Others( please list)

RCP License or Registration Number \_\_\_\_\_ State \_\_\_\_\_

Have you ever been convicted of any felony or class A misdemeanor or pled no contest to any felony or class A misdemeanor?  
CHECK ONE:  Yes  No If you answered yes, you must *attach* a brief narrative explaining the circumstances

### **REFERENCES**

Two (2) letters of reference in support of your application to the admissions committee are required. One reference must come from your current RC supervisor, manager, or medical director. Please note name, title & relationship of persons who will send letters of reference to the admissions committee. Other suggestions include a former supervisor, administrator, or a physician. \*Please note: All letters of reference must be signed and sent by the individual providing the reference on official stationery.

Name	Title	Dept.	Institution	Address
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

### **EDUCATION**

College(s) Attended or Currently Attending	Dates Enrolled	Degree(s) Received
_____	_____	_____
_____	_____	_____
_____	_____	_____

### **HONORS AND AWARDS**

Academic Awards (high school and/or college) :  
\_\_\_\_\_

Professional Awards: \_\_\_\_\_

Other Awards: \_\_\_\_\_

## ORGANIZATIONS/ LEADERSHIP ACTIVITIES

Please list organizations or activities in which you have had significant participation (professional, community, sports, church, etc., indicate offices held and give dates when appropriate)

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## EMPLOYMENT HISTORY

**Employer**  
(list most recent first) **City/State** **Title** **Inclusive Dates**

## ESSAY

In one page (using a word processing program), please address the following questions with a thoughtful and honest reflection. Attach and submit your essay with your application packet.

*The role of the respiratory therapist has expanded during the past several years and the RCP's role has become quite diverse. First, please tell us about your professional development thus far and then how you feel a Bachelors degree in Respiratory Therapy will enhance or enrich your professional practice or career in the future? Where do you see yourself professionally, five years after obtaining your degree from MU?*

## Documentation of Professional Experience

**A. Written Component:** The RT Admissions Committee would like for you to reflect upon your professional and practical experiences as a respiratory care practitioner. Specifically, please include various strategies of mechanical ventilation, patient mix, and type of critical care practice you have experienced as a post graduate RRT. Also include non-invasive and invasive monitoring devices/procedures, patient protocols, and any other type of modality that reflects your current level of clinical practice.

In addition, the committee requests you discuss specific management, educational, or research activities, related to the practice of respiratory care, in which you have been involved. Please include publications you may have authored as a result of these activities.

Please submit your word processed response, attached with your application packet or email separately as a MS Word attachment to [hoganr@health.missouri.edu](mailto:hoganr@health.missouri.edu)

**B. Validation of Clinical Practice:** Please identify one person per current place of employment such as a clinical supervisor, department manager, administrator, or respiratory therapy medical director who can provide knowledge of your professional and clinical skills as an RRT in the intensive care clinical setting. You may need to ask more than one place of employment to provide information for the minimum requirements.

Applicants are asked to forward the Validation of Clinical Experience Form the individual(s) for completion. One completed, the individual(s) should submit the Validation of Clinical Experience Form directly to:

RT Degree Completion Admissions Committee  
Dept of Cardiopulmonary and Diagnostic Sciences  
605 Lewis Hall  
Columbia, MO 65211-4230

## Validation of Respiratory Therapy Critical Care Practice

\_\_\_\_\_ has applied for admission into the Bachelor of Health Science in Respiratory Therapy degree completion program at the University of Missouri-Columbia. A component of the application process requires verification of a minimum of one year post graduation work experience specifically in the critical care clinical setting. The admissions committee would appreciate your input on the validation form below regarding the applicant's skill level and respiratory care practice. Please complete and mail to:

RT Degree Completion Admissions Committee  
Dept of Cardiopulmonary and Diagnostic Sciences  
605 Lewis Hall  
Columbia, MO 65211-4230

Please indicate the approximate percent of effort the applicant has spent or currently spends performing the following critical care activities:		
<b>Skill</b>	<b>% Effort</b>	<b>Comments</b>
Ventilator Management:		
Adult		
Pediatric		
Neonate		
Advanced Cardiac Life Support		
Arterial Lines/Analysis		
Pulmonary Function Testing		
Special Procedures eg. Assisting with Bronchoscopy, Intubation, Metabolic studies, Hemodynamic Monitoring, etc.		
Other (please list)		
►		
►		
►		
►		
<b>Total Effort</b>	<b>100 %</b>	

Thank you for your willingness to complete this component of the application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State/Zip

## **Notice of Nondiscrimination**

Applicants for admission and employment, students, employees, sources of referral of applicants for admission and employment, and all unions holding collective bargaining agreements with the University of Missouri-Columbia are hereby notified that this institution does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as a disabled veteran or veteran of the Vietnam Era in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the University of Missouri-Columbia's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, or Section 504 of the Rehabilitation Act of 1973 is directed to contact the director of the Office of Equal Opportunity, University of Missouri-Columbia, 217 Jesse Hall, Columbia, MO 65211, (573) 882-7885. The director of the Office of Equal Opportunity has been designated by the University to coordinate the institution's efforts to comply with the aforementioned regulations. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with these regulations.

### **Americans with Disabilities Act**

If you have special needs addressed by the Americans with Disabilities Act, notify us at the School of Health Related Professions, 504 Lewis Hall, Columbia, MO 65211 or phone (573) 882-8011 at least two weeks before you plan to attend the School of Health Related Professions. Reasonable efforts will be made to accommodate your special needs.

### **Please Read and Sign**

The information provided on this application is true and complete at the date of writing to the best of my knowledge. If required, I agree to obtain an/or show documentation of any vaccinations, immunizations, and tests required by the Respiratory Therapy Education Program prior to engaging in fieldwork or clinical activities. This may also include criminal history and background check if required by participating educational affiliates.

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Signature

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Date